

Position Description

Position: Warehouse and Distribution Operator
Department: Warehouse
Reports to: Warehouse and Distribution Team Leader
Direct Reports: None

Position purpose:

The primary focus of the Warehouse & Distribution Operator is to perform Warehouse & Distribution functions.

Key responsibilities:

- Performing all receiving functions including import and export loading and unloading, de-vanning.
- Production supply via Kanban & kitting, putting away (in line with FIFO), loading & unloading of trucks and couriers, inventory movements via CSI, administration, accurate and timely communication and/or reporting of non-compliance, safety concerns, quality concerns or general communications across all aspects of warehouse functions, this includes offsite storage or temporary facilities.
- Picking, packing and dispatch of internal and external customer orders.
- Completing Safety & Quality Assurance checks as required & in line with business expectations.
- Utilizing Enatel's ERP system (CSI) & paperwork available, you must ensure compliance for receiving inwards deliveries, put away stock, maintain transfers and inventory movements, pick & dispatch to internal or external customer orders.
- Maintaining accurate records/ paperwork correctly to ensure controls and checks have been completed and are traceable and stored correctly.
- Maintain internal inventory or external customer labelling in line with business requirements.
- Physical stock movements to ensure warehouse optimization is maintained and FIFO is achieved.
- Forklift & Wave Picker Operations daily to move stock, load & unload
- Maintaining a clean and tidy work area.
- Meeting and exceeding daily operational targets, ensuring effective time management is achieved, whilst ensuring the security of the inventory is maintained.

Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.
- The nature of Enatel's business is such that there can be peaks and troughs of workload in the Warehouse. Therefore, from time-to-time warehouse staff may be requested to assist with factory activities such as assembly work, packing, and other production duties.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
• Stores Group Leader	• Couriers
• Production Managers	• Freight Companies
• Procurement	• MPI
• Logistics Team	• Container Companies

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes. • Learning Agility - the ability to learn quickly in a new environment. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Ethics & Values - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times. 	
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • Safety-First approach. • Previous store experience. • Excellent communications skills – written, verbal and listening. • Intermediate computer skills including MS Excel. • Excellent numeracy skills. • Physical strength for lifting and manual work. 	<ul style="list-style-type: none"> • Preferably experience within an electronics Manufacturing, Warehouse & Distribution environment. • Experience with an ERP system. <p>Necessary training in the above will be provided if needed.</p>
Qualification / Licenses	<ul style="list-style-type: none"> • Full, clean vehicle licence. • OSH and F endorsed forklift licence. 	<ul style="list-style-type: none"> • MPI – Approved Person Certified. • Forklift licence and ≥ 1-year operational experience including on Reach/Counterbalance. • 1st Aid / Fire Warden.